



## FAQs for LGBTQIA+ Job Seekers

CAREER CENTER  
ST. CLOUD STATE UNIVERSITY  
320.308.2151  
Centennial Hall 215

[www.stcloudstate.edu/careercenter](http://www.stcloudstate.edu/careercenter)

### **When do I need to use my legal name?**

- Backgrounds checks, social security documents, & insurance forms.
- If you have changed your name legally then you may use your new legal name.
- HR is required to maintain confidentiality, but there is always a risk of disclosure.

### **Should I out myself in my application materials / interview?**

Outing yourself in application materials is a personal decision. You may want to base your decision based on your comfort level, interest in sharing your gender identity with others, and organizational research. For the interview, dress professionally for the gender you would like to be seen as. You may also want to practice by doing mock interviews through the Career Center.

### **Are some careers areas more accepting of LGBTQIA+ individuals? Should I consider this when making career decisions?**

Some career areas are more accepting, while other career areas are less accepting of LGBTQIA+ individuals. Work is being done to end discrimination based on sexual identity, gender identity, and gender expression from the airline industry to marketing. The same goes for government and non-profits. You should choose a career based on your interests and skills so you will excel in the position, successful LGBTQIA+ are found in almost all career areas. Also, researching the organization can help with this decision. Look for anti-discrimination policies, employee resource groups (ERGs), gender-neutral bathrooms, and a commitment to diversity.

### **Can I list my preferred gender on the health insurance application? If not, will that out me?**

Each individual should decide which gender they prefer to use for health care purposes in consultation with their health care provider. For example, a female to male individual checking male as gender on health care forms might be denied treatment for ovarian cancer. Local and state anti-discrimination laws might also bear on this decision. Human Resources confidentiality policies cover privacy regarding the gender marker on insurance coverage. Trans-savvy doctors and legal counsel can provide helpful guidance.

### **Is it okay to use my preferred name on my resume? On application forms?**

You can use your preferred name on a resume, because it is not a legal document. Some trans and non-trans individuals handle this by listing a first initial, followed by the preferred name, and others do this by identifying the preferred name in quotes, e.g: A. Matt Anderson, or Ashley "Matt" Anderson. If an employer requests a legal name on a resume, you should do so as it may be needed for a background check. It is a complex question, and one may consider consulting with trans-knowledgeable resources such as the Transgender Law Project, or GLAD.

**What kinds of research can I do to ascertain climate for LGBTQIA+ individuals in a specific workplace?**

Research the organizations to get a better understanding of the climate, and talk to those who work there. Take a look at some of these helpful websites for LGBTQIA+ job seekers:

- Federal Globe <http://fedglobe.org>
- Trans Employment Program: <https://transemploymentprogram.org/>
- Transgender Employment Empowerment Initiative [www.teeisf.org](http://www.teeisf.org)
- The HRC Corporate Equality Index: <https://www.hrc.org/resources/corporate-equality-index>

**If I am currently employed and plan to keep my job during my transition, how should I go about doing so?**

Transgender Workplace Diversity by Jillian Weiss and the Human Rights Campaign's Workplace Gender Transition Guidelines are useful references for the transitioning employee. Many organizations have resources in place to help with the transition, along with support from Human Resource professionals. It is the transitioning employee's preference of how to transition in the workplace.

**Here are some resources regarding transgender issues in the workplace:**

- **GLAD:** [www.glad.org](http://www.glad.org) New England's leading legal rights organization dedicated to ending discrimination based on sexual orientation, HIV status and gender identity and expression.
- **Human Rights Campaign:** [www.hrc.org](http://www.hrc.org) Great starting resource for information about transgender issues including employment issues.
- **National Center for Transgender Equality:** [www.transequality.org](http://www.transequality.org) National organization devoted to ending discrimination and violence against transgender people through education and advocacy on national issues relevant to trans people.
- **Out for Work:** [www.outforwork.org](http://www.outforwork.org) National career fair and conference for GLBT job seekers, GLBT-friendly employers and workshops featuring education and outreach to addressing the concerns of GLBT college students making the transition from academia to work.
- **TG Job Bank:** [www.tjobbank.com](http://www.tjobbank.com) Job postings from trans-friendly employers organized by industry.
- **Transgender Employment Empowerment Initiative:** [www.teeisf.org](http://www.teeisf.org) A collaborative effort of Jewish Vocational Services, the Transgender Law Center and the San Francisco LGBT Community Center to help transgender job seekers find and keep jobs.
- **Transgender Law and Policy Institute:** [www.theraskforce.org](http://www.theraskforce.org) The Transgender Civil Rights project is a leading source for providing legislative, policy and strategy assistance.
- **Transgender Law Center:** [www.transgenderlawcenter.org](http://www.transgenderlawcenter.org) Comprehensive resources on transgender law.
- **Transgender Workplace Diversity:** <http://transworkplace.blogspot.com> A blog hosted by transgender attorney and consultant Jillian Weiss, providing information for human resource professionals, lawyers, transgender employees and allies on workplace-related issues.